



## **JOB POSTING**

July 27, 2015

**Position:** Events Coordinator/ non-exempt

**Department:** Transformations Spirituality Center (TSC)

**Status:** Full Time/ 30 – 40 hours weekly

**Hours:** Schedule will typically involve four to five days per week, with days and times flexing according to the needs of the Center. Schedule will also include some weekends and evenings.

**Reports to:** Director of Transformations Spirituality Center

**Description:** The Event Coordinator will coordinate hospitality services for Nazareth guests. The following are the primary responsibilities.

- Coordinate all aspects of group meetings and visits by outside groups.
  - Coordinate events from initial inquiries to post-event follow through.
  - Tend to meeting details in a timely, efficient and accurate manner.
  - Post event sweeps, equipment setup/take down and desk coverage.
  - Assist with guest needs and resolve problems and concerns independently.
- Provide hospitality services for overnight guests and guests visiting Nazareth Center.
  - Coordinate accommodations and preparations for guests.
  - Create seamless handoffs with other staff members and volunteers.
- Coordination of services with other Nazareth departments.
  - Produce timely Dietary and Housekeeping (D&H) reports.
  - Produce timely event calendars facility wide.
  - Accurate operational reporting.
- Program Registrations
  - Be aware of program offerings and answer questions relating to program offerings.
  - Enter on-line program registrations and those from drop-in guests.
- Coordinate timely, accurate accounting records.
  - Prepare accurate contracts and tax forms and invoices.
  - Timely collection of deposits and receivables
- Support guests by insuring that adequate event coverage is provided by staff or volunteers. Coordinate volunteer training, scheduling and recognition.
- Conduct tours and discuss prices and services with potential guests.



### **JOB POSTING – Events Coordinator (cont'd)**

- Basic skills in a number of computer related functions will be necessary. These include, but are not limited to:
  - General PC Usage
  - Database Usage
  - Network & Internet Usage
  - MS Office Applications: Excel, Access and Word
  - Pleasant, patient interpersonal and telephone skills and effective time management skills are required.
- Ability to lift 25-30 pounds is required. Employee may be asked to help set up rooms; use of carts and safe lifting practices required.
- Other duties as required. Work assignments may be directed by the Director of Transformations or other members of the Congregation's management.

#### **Knowledge, Skills and Abilities:**

- Must possess a willingness to learn and ability to appreciate the CSJ mission and charism, including an understanding of religious life, faith beliefs and spiritual practices supportive to the life of religious women. Must be mindful of the CSJ mission and charism - and the TSC mission and vision.
- Must possess strong written and verbal communication skills.
- Must possess the ability to work collaboratively and ability to multi-task and balance multiple projects within needed time frames.

#### **Pay Range:**

- Salary commensurate with experience.

#### **Qualifications:**

- Previous hospitality experience preferred.
- High school diploma required.
- Ability to work in team environment as well as with senior population.

#### **Working Conditions:**

- Standard office environment that is well lit and ventilated.

**Please submit cover letter and resume to:**

Attn: Human Resources  
Congregation of St. Joseph  
3427 Gull Road, PO Box 34  
Nazareth, MI 49074-0034

Or email:  
pmethuselah@csjoseph.org